

CAREER SERVICES

Create Your Way of Life

F&MConnect Overview

How to Login: Students – go to myDiplomat, to the “connect” tab and select F&MConnect; use your net ID and password.

Home Page: View Announcements, which change frequently; learn about ‘Upcoming Events’ and easily register for those events listed on the right hand side of the page.

My Account:

- *My Profile:* basic information about you; fields marked with a red * asterisk are required (*your Advance ID number, explained later, is located here*)
- *My Documents:* where to go to upload resumes, cover letters, references, etc.
- *My Activity:* tracks Career Services events you have attended and job and internship activity on F&MConnect (*if your job or internship information is not visible, please contact us*)

Employer Directory: Searchable database of employers with whom Career Services has contacts and who have agreed to allow students to contact them directly.

Jobs & Internships Search: Searchable databases

- *F&MConnect Jobs:* jobs and internships listed in this tab represent opportunities offered by employers that value F&M students and a liberal arts education. These postings are only accessible to F&M students and alum, although employers may post opportunities elsewhere too.
- *Internships.com Jobs:* the “world’s largest internship marketplace” with access to more than 20,000 internship listings in the US and abroad.
- *CareerRookie.com:* connects students and recent graduates seeking part-time jobs and entry-level positions with the nation's top employers.
- *CareerBuilder.com:* “largest online job site in U.S.”
- *Juju Jobs:* job search engine or aggregator.

Events: Search for events, workshops, and information sessions sponsored or held by Career Services. All events are free, however registration is requested in order to ensure proper accommodations at events.

Career Services Partners: This group consists of 350+ alumni, employers, and/or parents with whom Career Services has worked. These partners have expressed a willingness to serve as resources to students and alumni and may be contacted directly.

Exploration Resources: The exploration resources are external links that provide information on networking, career exploration and information on specific careers.

- Networking
 - *Connect with Alumni – Alumni Directory*
 - This searchable database includes all alumni with whom the college has contact. To set up an account you will need your Advance ID, which can be found in the “My Account” section of F&MConnect (see above). Click on the “Connect with Alumni” link from the “Exploration Resources tab.” If this is your first time using the directory, look under the "Basic Log in" section for “New User? Register Here.” Use the Advance ID to set up the account and then search for alumni in a specific career field, location or other variable.
 - *Connect with Lancaster Alumni:* Links to the Lancaster County Chamber of Commerce and Industry web site and details local employers that offer internships, job shadowing opportunities, mentorships, career days and more.
- Career/Majors Exploration
 - *FOCUS:* A multifaceted resource to explore your likes, values, and interests and view how your results match with potential career fields; explore specific careers and industries and learn what jobs are like, what skills are necessary, and how to learn more about these fields.
 - *What Can I Do in This Career Field:* Links to possible careers/career paths based on major.
 - *Spotlight on Careers:* explore a range of careers that often appeal to liberal arts students. Within each career category is an overview of job titles and trends, advice, and links to more specific resources to help you begin your internship, job, or graduate school search.
 - *Occupational Outlook Handbook:* Annual publication/web site of the U.S. Department of Labor, the OOH provides information on hundreds of jobs, the training and education needed; earnings; expected job prospects; what workers do on the job; working conditions and links to similar careers.
- Career Fields/Industries
 - Links to external web sites containing industry-specific information on jobs and career development. Links include:
ARTSEARCH • Arts • Federal Government • Green Industries • Health Policy • International Organizations • Public Health • Publishing • Non-Profit Organizations • Science, Technology, Mathematics

Resource Library: Contains guides, sample language, templates and documents with external links on the following topics/areas

- Applying to Graduate School
- Building Relationships
- Developing Targeted Resumes & Cover Letters
- Exploring Your Interests
- Interviewing & Accepting Offers
- Researching & Focusing Your Interests
- Working Abroad: Resources for International & U.S. Students